

PROCESO DE MIGRACIÓN A OFFICE 365

Existen dos tipos de planes Microsoft Office 365:

Perfil 1 – Office 365 E3 y EMS E3 - esto significa que los usuarios pueden tener todas las aplicaciones de Office (word, excel, ppt, one note, equipos de SharePoint, outlook) como 'Aplicaciones' en su Escritorio, Navegador y dispositivos móviles.

Perfil 2 – Office 365 E1 - esto significa que los usuarios pueden tener lo siguiente:

1. Escritorio - Equipos y Outlook como aplicaciones, y "Word, excel, ppt, una nota, Share Point " a través de su navegador [en https://portal.office.com](https://portal.office.com)
2. No Aplicaciones para móviles

Cooperate TCS Decidió

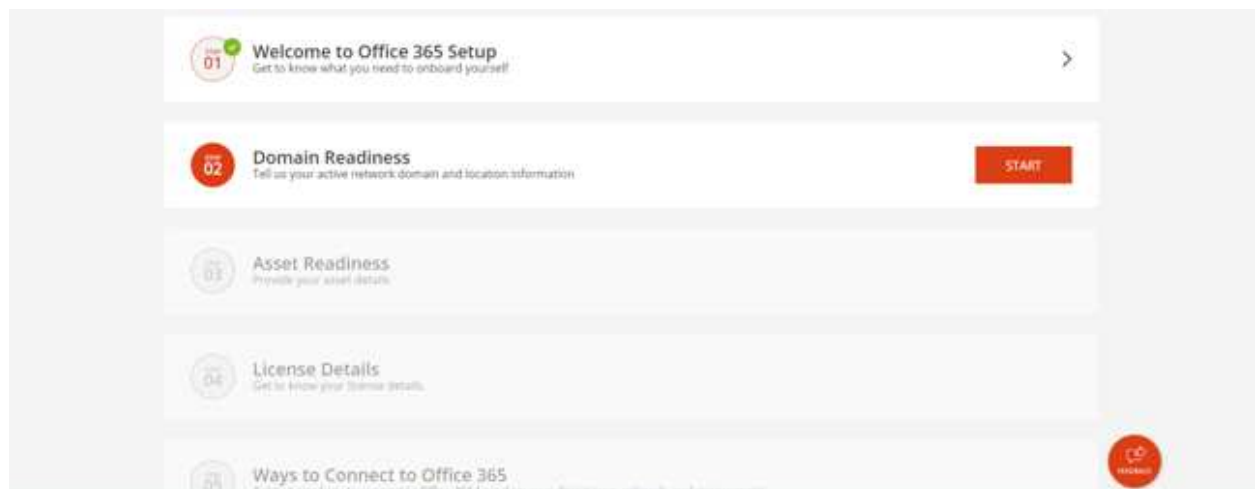
1. Todos los asociados por encima de C3B y grados equivalentes obtendrán la licencia E3 y EMS E3, necesitan registrarse en este portal - <https://office365onboarding.fresco.me> - No hay necesidad de GPS/CR
2. Todos los asociados por debajo de C3A y grados equivalentes obtendrán la licencia E1, necesitan registrarse en este portal - <https://office365onboarding.fresco.me>- No hay necesidad de GPS/CR
3. Todos los asociados por debajo de C3A y grados equivalentes y que quieran tener licencias de E3 y EMS E3 deben elevar el GPS usando el catálogo de **Microsoft Office 365 E3 y EMS E3** (Ver imagen).

Categoría de GPS para la actualización del perfil:

Nota: para los proyectos de Banistmo, TUYA, Bancolombia Assurance y Bancolombia ADM, se realizo los GPS respectivos de acuerdo con la máquina asignada y el allocation (los GPS fueron compartidos a los líderes).

PRIMERA ETAPA: ¿Cómo registrarse en el portal de embarque de Office 365?

Todos los asociados deben registrarse en el portal de embarque para tener la licencia de Office 365 utilizando el siguiente enlace <https://office365onboarding.fresco.me>
En el portal de registro, necesitan actualizar todos los detalles según las capturas de pantalla.



Domain Readiness: para actualizar la preparación del dominio, haga clic en Inicio - Seleccione el dominio actual como "SOAM"

¿Es su dominio activo - Sí, lugar de trabajo - Colombia - Bogotá / Medellín y haga clic en Done.

STEP
02

Domain Readiness

You have completed this step already. You cannot edit this page anymore.

The Office 365 login username is your <empid@tcs.com> and password is your <domain> password (domain as in India / EMEA / APAC). It is important to keep your domain active for your first Office 365 login.

Note that the Office 365 license and the Office 365 emails will be assigned to this chosen domain account only. Any other domain account, which you may have, will be deleted. Hence, you must choose the correct domain for license assignment.

If you use multiple domain accounts (for laptop login / email / DES), contact your local IS and consolidate them as a single domain before requesting for Office 365 license.

Select your current domain *

<input type="radio"/> INDIA	<input type="radio"/> EMEA	<input type="radio"/> APAC	<input type="radio"/> Globe	<input type="radio"/> NOAM	<input checked="" type="radio"/> SOAM
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Is your domain active? * [How to check your domain validity?](#)

<input checked="" type="radio"/> YES	<input type="radio"/> NO
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Provide your work location with building name *

We need your location information, to put you in touch with the nearest Office 365 Local IS team, incase you are stuck and need help. Provide your TCS work location information

DONE

Asset Readiness: para actualizar Asset Readiness, haga clic en Start - Update your Laptop / Desktop Asset ID, Seleccione su dispositivo según el tipo de dispositivo Desktop / Laptop, Seleccione el sistema operativo Windows / MAC y luego seleccione el sistema operativo - Para las ventanas Seleccione "Windows 10" y haga clic en done.

The screenshot shows the 'Asset Readiness' form in the TATA Modern Workplace portal. The form is titled 'Asset Readiness' and includes a sub-header 'Enter the asset details tagged to your employee ID. We need the asset details to whitelist the asset and eventually allow you access to Office 365 without a VPN connection.' The form fields are: 'Enter your TCS asset ID *' with a text input field containing '50HW014380'; 'Choose your device type *' with radio buttons for 'Desktop' and 'Laptop' (selected); 'Select your current operating system *' with radio buttons for 'Windows' (selected) and 'Mac'; and 'Enter your operating system version *' with a dropdown menu showing 'Windows 10'. At the bottom of the form are 'CANCEL' and 'DONE' buttons. The TATA Modern Workplace logo is in the top left, and the TCS logo is in the bottom right.

License Details: después de guardar los detalles de la preparación de los dispositivos, puede ver el tipo de licencia que se le ha asignado según su designación / grado.

The screenshot shows the 'Your License Details' page in the TATA Modern Workplace portal. The page is titled 'Your License Details' and includes a sub-header 'You're assigned an Office 365 E1 license!'. Below this, it states 'Your license enables you with the following:'. The list of enabled features is: 'Browser-based access for Word, Excel, PowerPoint, OneDrive, Outlook, and Teams.'; 'Laptop/desktop apps for Outlook, and Teams only.'; 'No laptop/desktop applications for Word, Excel, PowerPoint, and OneDrive'; and 'No mobile apps for Word, Excel, PowerPoint, OneDrive, Outlook, and Teams'. At the bottom of the page is a link 'If you need access to desktop and mobile apps, [click here](#)' and a 'DONE' button. The TATA Modern Workplace logo is in the top left, and the TCS logo is in the bottom right.

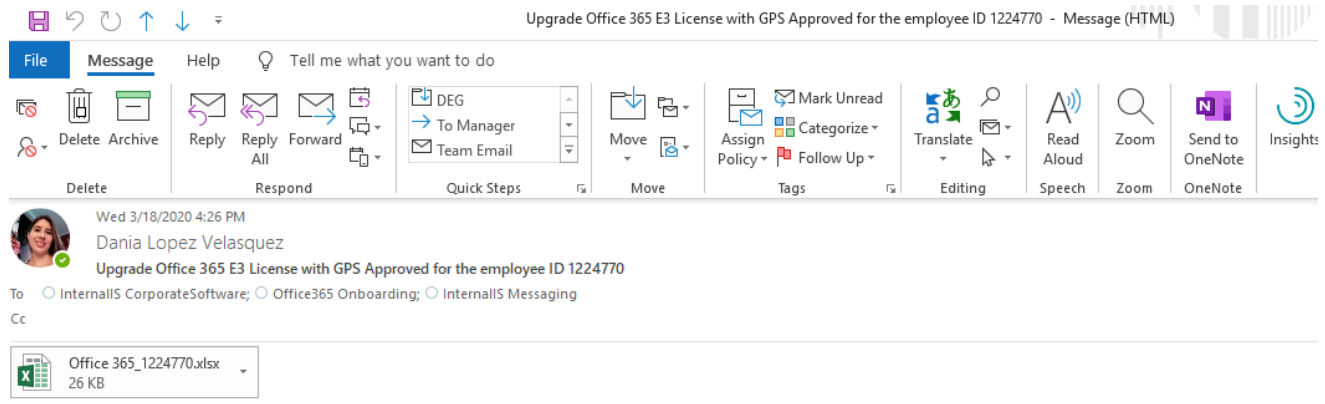
Actualización de la licencia del Perfil 2 (E1) al Perfil 1 (E3 & EMS E3)

License Details: para actualizar su licencia de Perfil 2 a Perfil 1, necesita tener el GPS para la licencia de Office 365 E3, por favor consultarla con su líder o PMO.

Una vez obtenga el número de GPS debes actualizarlo en el portal de Registro de Office 365 para activar la licencia E3. Debes iniciar sesión en el portal de Registro y hacer clic en Ver Licencia y tienes que hacer clic en el área resaltada a continuación.



Actualiza su ID de GPS en el área resaltada abajo y envíalo. Después de enviar su ID de GPS, su licencia E3 se actualizará en un día. Si no se activa en un día, por favor conéctese con el departamento de IS o puede enviar el siguiente correo a estos emails (internalis.corporatesoftware@tcs.com, office365.onboarding@tcs.com, InternalIT.Messaging@tcs.com)



Dear Team,

We have an approved GPS No 50SW010646 for assigning E3 licenses for our Office 365 profiles. We appreciate your help ASAP with updating this license to our profiles.

I share below our Employee ID for any reference.

Emp ID: 1224770

Thanks & Regards,
Dania Pamela López Velásquez
Analista de Calidad - PMO BFSI
TCS Colombia
TEL (+57) (4) 4440348 Ext 4189

Importante el archivo de Excel deberá contener esta información la cual fue compartida a los líderes o la PMO.

Type of Device	Host Name	Status	WON/SWON	Project Name	(employee N°) /	User (Name) / Owner	GPS
Laptop	50HW016957	Assigned	2838423	Bancolombia ADM Development	1224770	Aura Elisa Sanchez Gomez	50SW010646

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MODERN WORKPLACE

RESOURCES
FAQ
SUPPORT

Your license enables you with the following:

- Browser-based access for Word, Excel, PowerPoint, OneDrive, Outlook, and Teams.
- Laptop/desktop apps for Outlook, and Teams only.
- No laptop/desktop applications for Word, Excel, PowerPoint, and OneDrive
- No mobile apps for Word, Excel, Powerpoint, OneDrive, Outlook, and Teams

If you need access to desktop and mobile apps, [click here](#)

If your role requires you to have access to desktop apps of Microsoft Word, Excel, PPT or OneNote, raise a GPS (Choose Catalog Office 365 E3 and EMS E3) and get it approved by your Project Lead.

Once GPS is approved, license will be upgraded to enable desktop and mobile apps.

Office 365
ONBOARDING

TATA
CONSULTANCY
SERVICES

TRAINING


FAQ


SUPPORT


Setup Your Office 365 Account

License Details

You will be assigned an **Office 365 E1 license**,this license will enable you with the following:

 Browser based access for Word, Excel, Powerpoint, Onedrive, Teams, Outlook from <https://portal.office.com>

 Laptop/ Desktop Apps for Outlook and Teams

 No Mobile Apps

If you need access to Desktop and Mobile Apps:
If your role requires you to have access to Desktop Apps of Microsoft Word, Excel, PPT or Onenote, please raise a GPS (Choose Catalogue Office 365 E3 and EMS E3) and get it approved by your Project Lead.
Once GPS is approved, license will be upgraded to enable Desktop and Mobile Apps.

SUBMIT

DONE

Need Help? Report An Issue

FEEDBACK

Office 365
ONBOARDING

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SUPPORT


Setup Your Office 365 Account

License Details

You will be assigned an **Office 365 E1 license**,this license will enable you with the following:

 Browser based access for Word, Excel, Powerpoint, Onedrive, Teams, Outlook from <https://portal.office.com>

 Laptop/ Desktop Apps for Outlook and Teams

 No Mobile Apps

If you need access to Desktop and Mobile Apps:
If your role requires you to have access to Desktop Apps of Microsoft Word, Excel, PPT or Onenote, please raise a GPS (Choose Catalogue Office 365 E3 and EMS E3) and get it approved by your Project Lead.
Once GPS is approved, license will be upgraded to enable Desktop and Mobile Apps.

Thanks for sharing your GPS request ID (**22SW011315**). We'll Inform you, when your license is ready for upgrade.

DONE

Need Help? Report An Issue

FEEDBACK

Ways to connect to Office 365: para actualizar la forma de conectarse a office 365 seleccione la opción de TCS LAN y darle Done.

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RESOURCES

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STEP
05

Ways to connect to Office 365

Before you download and start using Microsoft Teams, you must know the ways in which you can connect to Office 365 and have a flawless experience.

Based on the information you had provided, you use Windows ▾ Laptop ▾

Following are the ways in which you can connect to Office 365:

TCS LAN

NON-TCS LAN

HOME INTERNET

WORKGROUP

For a Windows laptop connected to TCS LAN:

- When you log in to TCS LAN or TCS Wi-Fi at work, you will have single sign-on to Office 365 applications.
- You will be prompted for a two-step verification, once in seven days.
- You should ask your local IS to register your laptop in the cloud.
- A successful registration will ensure that you can connect to Office 365 without VPN from outside TCS network (i.e.) home network, or tethered personal network.
- This registration requires admin credentials, so you cannot register yourself.
- Also, this registration can be done only when the device is connected to TCS LAN and not via VPN or TCS Wi-Fi.
- If registration cannot be done, you should connect to Office 365 via VPN with proxy enabled. Otherwise, you will get TCSCOMPROD unregistered asset error.
- If you change your laptop, ensure the new device is registered in the cloud.
- If you want to access Office 365 emails from your personal laptop/desktop, you can access the same from a browser session via <https://myapp.tcs.com>.

DONE

Start with Microsoft Teams: Instalar Microsoft Teams no es necesario permisos de administrador puede instalarlo en esta opción, además debes poner el ID de su máquina asignada (Host name) y haga click en done.

★ Set up your Office 365 account

STEP
06

Start with Microsoft Teams

Microsoft Teams is a self installable package. You don't need admin privilege to install. So go ahead and download.

DOWNLOAD MICROSOFT TEAMS

Your mail migration may get delayed if you fail to install Teams. If you need more time for the install, you can come back to this step and resume your Office 365 setup process anytime.

☒ I have successfully installed Microsoft Teams

Other Office 365 Apps

You can access Word, Excel, and PowerPoint via browser at <https://portal.office.com>.

If you are working through a VDI, don't download from here. Contact your local IS.

For Desktop Apps,

If you are a desktop/laptop-based Lotus Notes user, you can go ahead and download the Word, Excel, PowerPoint and Outlook apps. You don't need any additional privileges for the installation.

If you are desktop/laptop-based Outlook user, wait for the email migration to complete and then download the Word, Excel, PowerPoint and Outlook apps. If you download prior to your email migration, Outlook app will get upgraded and you will lose access to your current emails. Your existing Word/Excel/Powerpoint will continue to work and hence don't download until your email migration is complete.

Also, as per our records, your asset ID is **50HW012125**. If the asset ID is correct, go ahead with the installation. If it is incorrect, edit [here](#).


DOWNLOAD OFFICE 365 APPS

For Mobile apps, download the Word/Excel/PowerPoint app by Microsoft Corporation, from the App Store or Google Play and follow onscreen instructions to set up the mobile app.

CANCEL

DONE

Move your Mailbox to Office 365 Exchange Online: programar su migración, debe elegir la opción según como accede al correo de IBM Notes.

 **Setup your Office 365 account**

STEP
07

Move your Mailbox to Office 365 Exchange Online

Your email migration to Office 365 is complete.

Go Ahead ! Provide us with a few details and schedule your migration to Office 365 Exchange Online.

How do you access your Email now?

☒ Lotus Notes Desktop & Webmail


☐ Lotus Webmail only

☐ Outlook Exchange Desktop & Webmail

☐ Outlook Exchange Webmail only

Luego programar la migración, se tiene una opción de 4 horas.

We recommend you to opt for

**Speedy Migration!**

Migrate to Microsoft Office 365 Mailbox within 4 hours!

What you gain:

- ✓ Shorter Wait Time to 100 GB Mailbox
- ✓ Clean Microsoft Outlook Mailbox
- ✓ Reply to old emails from Lotus Notes archives (for current Lotus Notes users)

Before you proceed:

- ① Archive Lotus Notes / Outlook Exchange server emails, Calendar and Contacts
- ① Install Office 365 Desktop client
- ① Log in to Microsoft Teams to confirm Office 365 access





Before you start the email migration, ensure you have installed and logged in to MS Teams atleast once; this is confirm that Office365 login works for you.

Speedy Migration does not copy Mails or Calendar entries or Contacts to Office 365 Exchange online. They continue to remain in existing Lotus Notes / Outlook Exchange. So, ensure you archive so as to continue accessing them from existing Lotus Notes client / Exchange online, even after migration.

☒ **SELECT SPEEDY MIGRATION**

Verificar que la migración quede completa, para poder proceder a utilizar el correo de Outlook, el cual podrá acceder apenas termine el proceso de migración.

STATUS OF YOUR MAIL MIGRATION

-  **Speedy Migration Confirmation sent to your email ID**
Activation email was sent to your TCS Email ID on January 20, 2020 | 05:29 PM GMT
-  **Speedy Migration Acknowledgment received**
Action pending with you since January 23, 2020
-  **Migration scheduled**
-  **Migration completed**


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Hello Dania Lopez Velasquez

**Your Office 365 onboarding is complete!**
Go ahead and explore Office 365. Please help us to better ourselves by taking this survey.


TAKE THE SURVEY

STEP
01

**Welcome to Office 365 Setup**
Get to know what you need to onboard yourself


>

STEP
02

**Domain Readiness**
Tell us your active network domain and location information


>

STEP
03

**Asset Readiness**
Provide your asset details


>

STEP
04

**License Details**
Get to know your license details


>

STEP
05

**Ways to Connect to Office 365**
Get to know how to connect to Office 365 based on your device type, network, and environment


>

STEP
06

**Start with Microsoft Teams**
Download and install Microsoft Teams, Outlook and other apps, as per your license

>

STEP
07

**Move your Mailbox to Outlook**
Schedule your mail migration

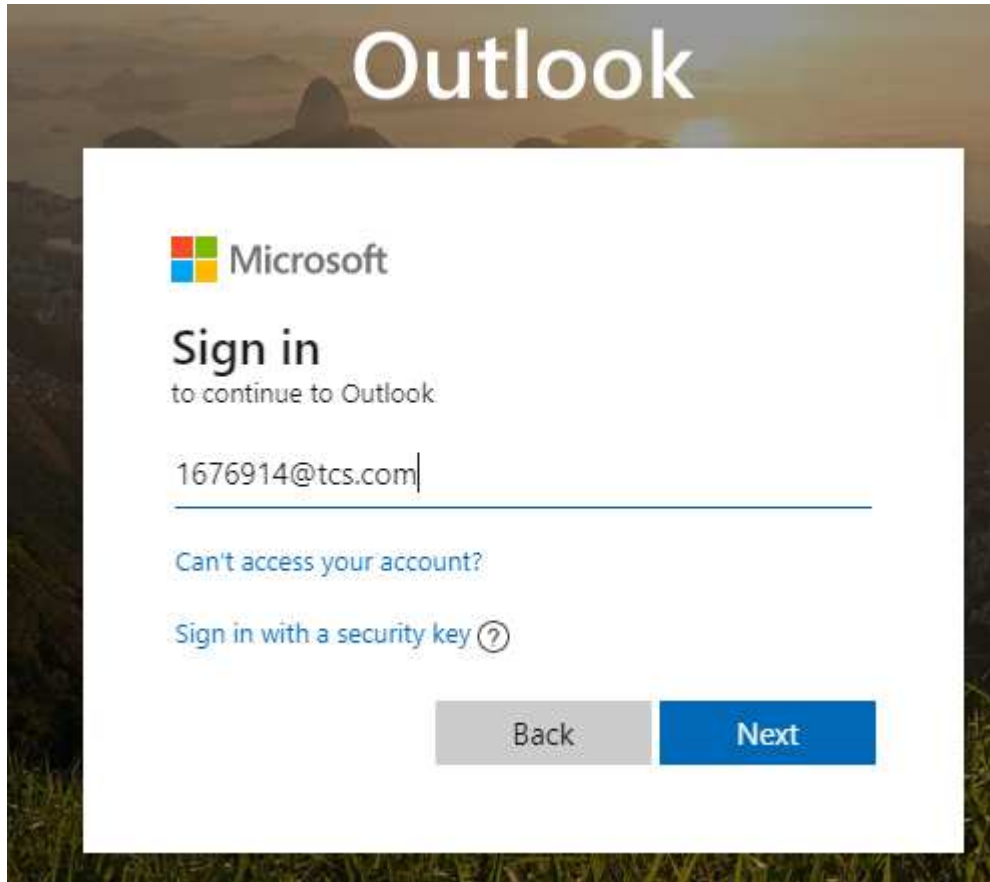
>

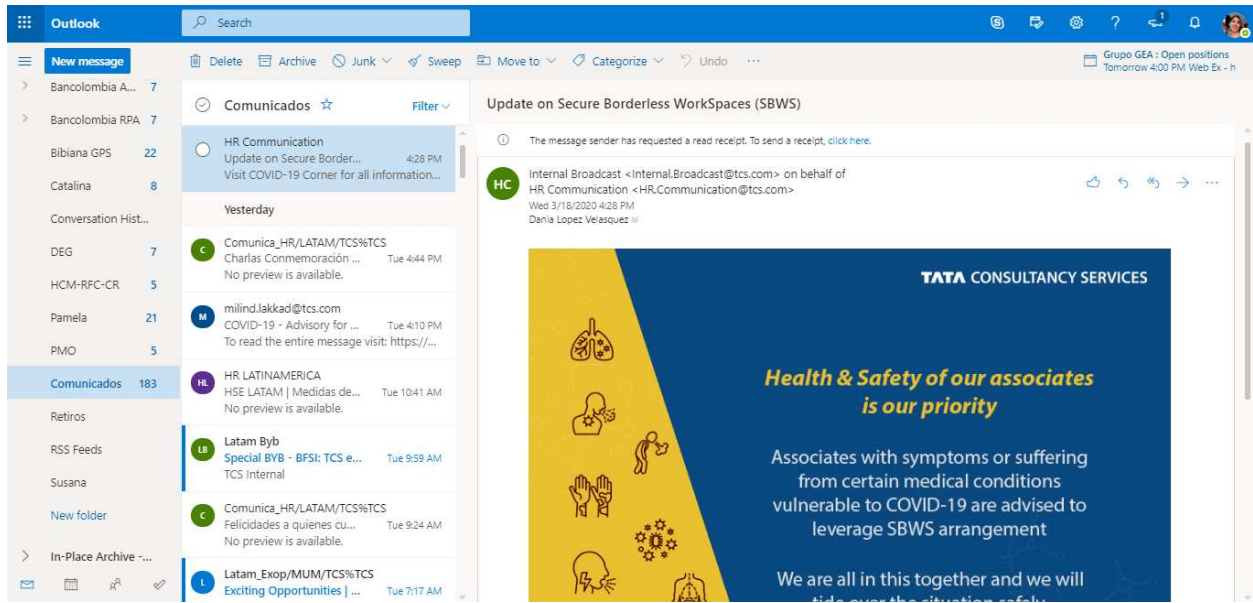
SEGUNDA ETAPA

¿Cómo acceder al correo de Outlook?

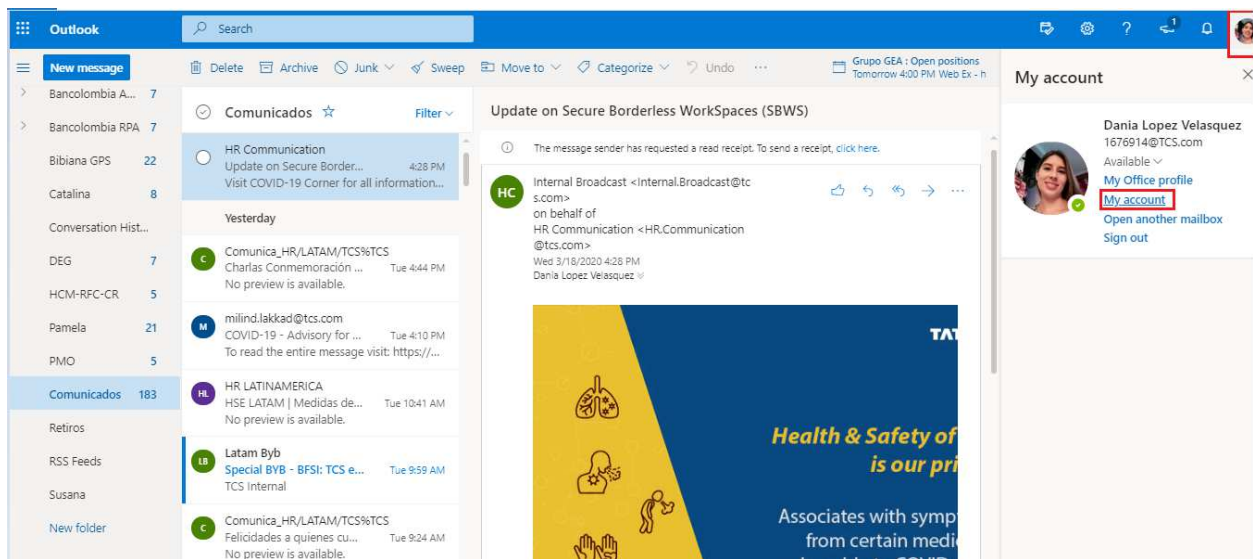
Para acceder al correo por web ingresar al siguiente link <https://outlook.office.com/mail/inbox>

El email es ID_employee@tcs.com y la contraseña es la del SOAM o la que utilizas para ingresar a su máquina.





*Verificar la licencia E3: ingresar en la parte superior al lado derecho y dar click en my account.



Luego seleccionar la opción de Subscriptions y en la parte de licenses revisar si continuas con la E1 o si ya se actualizo para la E3, recuerda que, si no se actualiza a la E3, puedes enviar el correo como se explico anteriormente.

My account

Subscriptions

These are the licenses currently assigned to you and your unique ID. If you need help accessing a product or service, this information may be helpful for your admin, IT department, or Microsoft Support. Your use of the service(s) is subject to the agreements your organization has with Microsoft. Your organization may have enabled you to use certain connected services in Office 365, which are covered by separate terms and privacy commitments. Learn more about Microsoft's other connected services [here](#).

User unique identifier and license status

User unique identifier
100320003CB369BC

Licenses

Office 365 E3

- Whiteboard (Plan 2)
- Information Protection for Office 365 - Standard
- Insights by MyAnalytics
- To-Do (Plan 2)
- Microsoft Stream for O365 E3 SKU
- Flow for Office 365
- PowerApps for Office 365
- Microsoft Teams
- Microsoft Planner
- The latest desktop version of Office

TERCER PASO:

Solicitar al departamento de IS por medio de un ticket las aplicaciones en el escritorio

Details

Ticket No : 70934271 Clone

Details

Category	: Internal IT Services	Logged Date	: 10/02/2020 18:08:00
Type	: Software	Resolved Date	: 11/02/2020 19:17:21
Item	: MS Office Suites	Status	: Closed
Summary	: Application Assistance	In-Charge	: Fabian Maldonado Campo (1813162)

Description

Please, install Office 365 E3 and EMS E3 the Word, Excel, Powerpoint and Outlook desktop applications. Thank you.

Resolution Details

Solution

Please come to the IS department so we can help you

Message to user